



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

LIBRARY COMMISSION

After Action
REGULAR MEETING

MAY 12, 2003

Morgan Hill Civic Center
Council Chambers
17555 Peak Avenue

LIBRARY COMMISSION

Chair	Kathleen Stanaway
Vice-Chair	Jeanne Gregg
Commissioner	Charles Dillmann
Commissioner	Charles Cameron
Commissioner	Kathleen Keeshen
Commissioner	George Nale
Commissioner	Mary Ellen Salzano
Commissioner	Einar Anderson
Commissioner	John Boyne

7:00 P.M.

CALL TO ORDER

Chair Stanaway called the meeting to order at 7:00 p.m.

ROLL CALL ATTENDANCE

Commissioners Boyne and Salzano were absent

DECLARATION OF POSTING THE AGENDA

Per Government Code 54954.2

PLEDGE

Pledge was led by Chair Stanaway

OPPORTUNITY FOR PUBLIC COMMENT

None

REPORTS

1. COUNTY LIBRARY REPORT Legislation-Funding & Budgeting

Joint Powers Authority

County Librarian Melinda Cervantes
Acting Deputy County Librarian
Sarah Flowers
Council Member Steve Tate

County Librarian Melinda Cervantes reported the Library is waiting for the revised budget from the Governor's office. She will report on the revised budget at the next Commission meeting.

Ms. Cervantes thanked Commissioner Nale for his participation in the California Library Association's Legislative Day on April 30th in Sacramento. The Legislative Day was successful in that Library advocates had the opportunity to meet personally with Legislators and/or their Aides to emphasize the importance of library services in California. The Legislators were sympathetic to the needs of California libraries, but warned of the difficulties with the State budget. Commissioner Keeshen, who attended the Library Issues Breakfast with State Senator Jackie Speier, stated Senator Speier addressed the State's budget crisis and the impact it will have on California's libraries. County Librarian Cervantes stated she might return to the Commission to ask for help with a letter writing campaign to the State Legislature on behalf of the Library. Chair Stanaway, who also attended the Library Issues Breakfast, stated Senator Speier suggested a compromise for library budgetary needs be requested from the State. Ms. Cervantes responded a compromise such as suspension of the TBR for a year or two will negatively impact the Library's revenue during that year and it will be difficult to catch-up.

Commissioner Keeshen distributed the report she prepared on the Library Issues Breakfast.

Council Member Tate reported the JPA hired a Polling Consultant for Measure A. The opinion poll will be conducted in May. Council Member Tate also reported Mayor Kennedy wrote a strong letter to Senator Bruce McPherson and Assemblymember John Laird indicating the City's opposition to the Governor's proposal to end the revenue received from the TBR.

Commissioner Cameron asked if the Measure A Benefit Assessment would be higher than the current \$33 per household. Council Member Tate replied the Polling Consultant has indicated the assessment might be raised as high as \$55. County Librarian Cervantes stated the assessment was had been raised to \$33.66, based on the allowed index increase by Proposition 218 but such increases were subsequently disallowed by law so further increases were not implemented.

2. MORGAN HILL LIBRARY REPORT

Acting Community Librarian
Nancy Howe

Ms. Howe reported that April 2003 had the all time highest circulation for the Morgan Hill Library. April's circulation was 56,496, 14% higher than in April 2002. Ms. Howe also reported that four classrooms visited the Library in April and approximately 532 children attended Story Time. The Friends of the Library sponsored two events: 1) a Musician; and 2) Creepy Critters Program. Both events were well attended and very successful. The Library added a .5 FTE Coded Page to the Library's staff.

Ms. Howe announced a Volunteer Thank You will be held on June 7th from 2:00 p.m. to 4:00 p.m. The Thank You event will thank both members of the Friends of the Library and the Library Commission. The Summer Reading Club is gearing up for a successful summer. Last year over 500 children participated in the Summer Reading Club. Teen Services Librarian, Jody Wilson, anticipates this summer will be even more successful. The theme for this year's Summer Reading Club is "Join the Winners Circle – Read."

The County Recorder's Office will be leaving the Library due to a cut in hours.

Ms. Howe reported the staff of the Morgan Hill Library indicated they did not want a Staff Recognition Program that recognized a single staff member; rather they desired a Recognition Program that recognized the entire staff collectively. She also stated the Library staff appreciated the Commission's interest in a recognition program. Chair Stanaway asked how the Commission could help. County Librarian Cervantes stated the Commission could host a lunch for the staff. Vice Chair Gregg added the Commission could contribute individual food items such as tea and cake and host a thank you that is staggered throughout the day in order to say "thank you" to all staff members. She also stated a Letter to the Editor or announcement in the paper would be a good way to make the public aware of the Thank You/Recognition event. Commissioner Nale stated a banner on the Library's lawn would be a good way to publicize the event. Council Member Tate stated the Recognition event is a great idea, but there are no funds in the City's budget to hold such an event. Chair Stanaway asked if the Library staff would like to have a Recognition event held each quarter. Ms. Howe responded the Library staff would be happy to participate in such an event once a year. Acting Deputy County Librarian Sarah Flowers stated the best time to hold such an event might be between the hours of 11:00 a.m. to 1:00 p.m. During this time frame, staff members on both shifts could participate. Commissioner Nale suggested an Ice Cream Social might be a good way to recognize the staff and say thank you. Commissioner Dillmann suggested a sub-committee be formed to explore ways to fund the Recognition Event. Vice Chair Gregg stated the event should be coordinated with the Friends of the Library. Commissioners Dillmann, Nale and Cameron volunteered to explore ways to fund the Recognition event. They will provide a report at the next meeting.

3. LEGISLATIVE COMMITTEE

Member Dillmann

Commissioner Dillmann reported the legislative process has slowed down due to the State budget. The focus has been at the national level. Both Senators Boxer and Feinstein have contributed their names as sponsors of LSTA. They are calling on Senators from other States become sponsors as well.

Commissioner Dillmann announced West Valley-Mission College District recalled the lay-off of library staff.

4. SISTER CITY COMMITTEE

Members Dillmann, Anderson,
Boyne and Nale

Commissioner Dillmann provided a correction to the information provided during the April meeting. It was reported the Mayor of San Martin de Hidalgo will visit Morgan Hill. The Mayor of San Martin de Hidalgo will not visit Morgan Hill. Members of the Sister City Committee and City

Officials will travel to San Martin de Hidalgo on September 14th to formalize the relationship between the two cities in a ceremony on September 15th. The trip will coincide with Mexico's Independence Day.

The Mayor of San Casciano Italy will visit Morgan Hill in the end of June. A student exchange program between Morgan Hill and San Casciano is being developed. The Rotary Club is assisting the Sister Cities Committee by administering the Youth Exchange. The only identified candidate is Brittany Bach of the Youth Advisory Committee. The Jazz on the Green Concert will be held on June 6th in the amphitheater at the Community and Cultural Center. The jazz bands of Britton and Buchser Schools will perform.

Commissioner Keeshen stated that Commissioner Salzano had questioned the relationship between the Library Commission and the Sister City Committee. Commissioner Dillmann replied the Sister City report was added to the agenda during the development of the Library building design to assure that the Library Commission was aware the design included recognition of the Sister Cities. It was then left on the agenda at the request of Chair Stanaway. The Sister City Friendship Garden is a planned feature of the new Library. Commissioner Anderson stated the purpose was to encourage book exchanges and other programs between the Sister Cities and the Morgan Hill Library. The Saratoga Library has a book exchange program with its Sister City. Commissioner Nale stated the newspapers from Morgan Hill's Sister Cities could be available at the Library and vice-versa.

Chair Stanaway stated the Sister City Committee Report could be removed from the agenda and reports could be provided as necessary. Chair Stanaway asked if a motion was necessary to remove the Report from the agenda. It was determined a motion was not necessary. Chair Stanaway asked that the Sister City Committee Report be removed from the Library Commission agenda. Future reports will be provided as needed to the Library Commission.

CONSENT CALENDAR

5. APPROVAL OF MEETING MINTUES OF APRIL 14, 2003

Commissioner Nale motioned to approve the minutes. Commissioner Anderson seconded the motion. Minutes approved (4:0:2). Commissioners Dillmann and Cameron abstained.

6. YOUTH ADVISORY COMMITTEE – LIBRARY TUTOR/STUDY PROGRAM

Recommended Action: Information Item. Members of the Youth Advisory Committee will present information on the prospective Tutor/Study Program to be held after-school at the Library.

A representative from the Youth Advisory Committee was not present at the meeting. Chair Stanaway stated there was discussion at the last Library Commission meeting as to whether the term for a youth representative would be one year or two years. It was determined the term would be one year in length in order to allow High School Juniors and Seniors to serve on the Commission. Chair Stanaway wanted to confirm if the members of the Commission were in agreement as to the length of the term.

The Library Tutor/Study Program will be on June 9th Library Commission agenda.

7. REPORT ON EXPLORATION OF FUNDRAISING STRATEGIES

Recommended Action: Information Item. Commissioners Anderson, Cameron, Dillmann, Nale and Salzano will provide a report on findings of possible fund raising strategies for Morgan Hill Public Library.

Commissioner Anderson reported the Sub-Committee appointed to explore fund raising strategies did not have the opportunity to meet during the last month. Commissioner Anderson reported he did speak to the President of the Morgan Hill Community Foundation. The Community Foundation is currently considering the structure of the Foundation. The Foundation is exploring whether or not to adopt the proposed "Umbrella Package" through which small non-profit organizations could operate under the umbrella of the Community Foundation. The Community Foundation Board will meet in June to discuss this issue.

Commissioner Anderson reported on the process to set-up a Foundation. The process includes developing a Board of Directors, By-Laws and submitting an application for 501(c) 3 non-profit status. He stated there is a group in Washington State that will file the required papers for 501(c) 3 status for \$99. Commissioner Nale attended the April Friends of the Library meeting. He reported on the research being conducted by the Commission on fund raising strategies. They reported the members of the Friends of the Library were receptive to the idea of further exploration of fund raising strategies.

Commissioner Nale reported he and Council Member Steve Tate are acquainted with Bill McDonald, the chief fundraiser for the Saratoga Friends of the Library. The Saratoga Friends of the Library successfully raised \$750,000 to furnish the new library by selling bricks. County Librarian Cervantes stated the names of donors are listed on "book spines" inside the library and on bricks in the entrance to the library.

Commissioner Cameron reported the Morgan Hill Community Foundation will hold a Leadership Summit on June 5 to seek input from community leaders on the Umbrella Package. It was suggested Commissioners Anderson and Cameron attend if they are able. Council Member Tate will speak to the Members of the Board of Directors and emphasize the Community Foundation was established to help small community organizations in Morgan Hill.

Chair Stanaway asked Commissioner Anderson how much more research would be required before a recommendation could be made. Commissioner Anderson stated the Sub-Committee will meet and make a recommendation at the next meeting as to whether the Library Commission should establish a separate Foundation or seek other ways to raise funds for the Library.

8. CITY COUNCIL RECEIPT OF RECOMMENDATION OF LIBRARY COMMISSION TO FUND LIBRARY SUNDAY HOURS DURING FISCAL YEAR 2003/2004

Recommended Action: Information Item. City staff to provide information on City Council's receipt of Library Commission's Recommendation to fund Library hours on Sundays during Fiscal Year 2003/2004.

Council Member Tate reported the City Council received the Recommendation from the Library Commission to allocate funds for Sunday Hours on April 23, 2003. The Recommendation generated a lot of discussion among the Council Members. Mr. Tate stated some members of the Council did not understand the way the Library receives funding for its operating expenses. Mr. Tate explained the formula used to determine the

funds each Library receives and the role of the Joint Powers Authority, which oversees the annual budget and operations of the Library system. The Council Members also had questions as to what fund raising strategies had been implemented and why the Commission had not approached the County Board of Supervisors for additional funding for Sunday Hours. Commissioner Dillmann suggested a letter from the Library Commission to the City Council in response to the questions raised, which highlights the benefit to the community through Sunday Hours might be appropriate. County Librarian Cervantes offered to provide statistics regarding library use on Sundays. She stated Sunday is the busiest day of the week for those libraries that are open. Commissioner Dillmann asked if higher circulation due to operation on Sundays would provide more funds to the Morgan Hill Library. Ms. Cervantes replied that based on the formula, a higher circulation would not necessarily mean more funds for operating expenses. Commissioner Cameron stated the survey conducted by the Library did not necessarily reflect the needs of patrons who can only visit the Library on Sundays. Ms. Cervantes stated perhaps the Polling Consultant could add a question that asks which day of the week is most convenient to visit the library. Commissioner Dillmann stated it is important to emphasize to the Council that cutting other library hours to be open on Sunday is not sufficient. Commissioner Keeshen asked if staffing was a challenge on Sundays. Ms. Cervantes responded libraries open on Sundays operate with a limited staff.

Vice Chair Gregg asked if it would be worthwhile to send a letter to the Council since funding is not available for Sunday Hours this year. Council Member Tate responded there is no immediate need to send a letter to Council but it would help to emphasize the need for Sunday Hours. Chair Stanaway stated if the Council is aware of the need for Sunday Hours, it might receive serious consideration next year if funds are available. Commissioner Cameron stated it might be helpful to make the Morgan Hill Times aware of the need for Sunday Hours. Commissioner Anderson stated there is a regular column in the Friday edition that deals with Library issues. This column might be the appropriate place to provide information on the need for Sunday Hours.

Commissioner Keeshen stated several years ago she heard of a pool of funds from the State that would fund Sunday Hours. Ms. Cervantes and Ms. Flowers were not aware of this fund. Staff Balagso will contact the State Library and inquire as to the existence of such a fund. Vice Chair Gregg stated that San Jose is reducing library hours this year. She asked if the Library Commission was out of step during this tough budget year by trying to add hours.

Council Member Tate suggested the Library Commission follow-up its Recommendation with a letter to the Council which provides information on the need for Sunday Hours and which indicates the Library Commission will continue working on this issue. Commissioner Keeshen asked what percent of the City's overall budget is the \$78,000 requested for Sunday Hours. Council Member Tate stated the City's operating budget is \$15 million. Therefore, \$78,000 is approximately .005% of the operating budget. Commissioner Keeshen then asked how much of the Library's budget is used to provide services to residents in unincorporated areas of the County. Ms. Cervantes responded the Library's entire allocation to serve residents in unincorporated areas is \$51,000. Commissioner Keeshen then asked if it is possible to get statistics such as the number of patrons that visit the library on a particular day and the number of people within a City or zip code that have library cards. Ms. Cervantes responded it is possible to get a door count and she will research as to whether the other statistics requested are available. Vice Chair Gregg suggested sending the letter to the Council at a later date once this information was collected.

10. LIBRARY ISSUES BREAKFAST

Recommended Action: Information Item. Commissioner Keeshen to provide a report on the Library Issues Breakfast she attended on April 26th at the Stanford Park Hotel in Menlo Park.

Commissioner Keeshen provided a written report to the members of the Commission. Ms. Keeshen stated she enjoyed the event and particularly enjoyed the remarks by State Senator Jackie Speier.

11. MORGAN HILL ORAL HISTORY PROJECT

Recommended Action: Information Item. Vice-Chair Gregg will provide a report on the two meetings held by the Morgan Hill Oral History Project Committee.

Vice Chair Gregg reported on the two meetings held by the ad hoc committee formed to conduct research on the Oral History Project. The Project is chaired by Bill Keig, Vice Chair of the Senior Advisory Committee. The Project is a result of Council Member Tate's request to the Senior Advisory Committee for projects and services that could serve the senior community through the Library for the Proposition 14 Library Bond Act grant application. Mr. Keig developed the idea for the Oral History Project. Vice Chair Gregg reported the members of the ad hoc committee include members of the Morgan Hill Historical Society, Library Commission and Staff (herself and Acting Community Librarian Nancy Howe), City staff and other interested members of the community. Ms. Gregg reported San Jose State Professor, Dr. Margot McBane, has attended both meetings. Dr. McBane is a specialist in developing Oral Histories and has lead Oral History projects for cities in Southern California. The Oral History Project can take many forms, such as a CD of interview with residents of the Morgan Hill who are over a certain age and have lived in the community for many years, a walking tour of historical Morgan Hill that could include photographs of old time Morgan Hill on present day buildings, a local history curriculum for 3rd graders studying California history, and an exhibit of photos and historical materials at the Community and Cultural Center. The final format for the Oral History Project must be determined by the committee. Ms. Gregg reported Dr. McBane has proposed she could conduct twelve oral interviews, gather historical photos and materials and prepare the Oral History Project for \$20,000. The committee will determine the final format and then begin seeking funds for the Project. Vice Chair Gregg added Dr. McBane emphasized it is important to involve all members of the community, including those of Latino and Japanese descent.

The Historical Society completed an Oral History Project in 1979. The members of the Committee are gathering information from that project. The next meeting will be Tuesday, May 27th at the Library.

ANNOUNCEMENTS

Commissioner Keeshen announced this would be her last Library Commission meeting. She thanked the Commission and said she enjoyed serving as a Commissioner. The members of the Commission stated they appreciated Commissioner Keeshen's hard work and the many valuable contributions she made to the Commission.

County Librarian Cervantes announced the members of the Commission would be invited to an Open House at the Saratoga Library on June 21. Invitations will follow. She also announced the County will hold a meeting on May 22nd to report information on Measure A Campaign. Commissioner Anderson stated he attended the Orientation for Library Commissioners. He stated he found it to be very interesting and the information was useful. Chair Stanaway asked if such an event could ever be held on a Saturday or in the evening. Ms. Cervantes responded she was exploring those options.

REQUESTS FOR FUTURE ITEMS

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Youth Representation on the Library Commission
2. Recognition of Library Staff
3. School/Library Cooperation
4. Vision for the Library of the Future

ADJOURNMENT to the next monthly meeting scheduled on **June 9, 2003** in City Council Chambers.

Commissioner Dillmann moved to adjourn the meeting. Commissioner Cameron seconded the motion. Motion approved (7:0)